

Microsoft®

Windows® XP

Illustrated Complete



Steven M. Johnson



Microsoft® Windows® XP—Illustrated Complete
Steven M. Johnson

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The Illustrated Series Vision

Teaching and writing about computer applications can be extremely rewarding and challenging. How do we engage students and keep their interest? How do we teach them skills that they can easily apply on the job? As we set out to write this book, our goals were to develop a textbook that:

- ▶ works for a beginning student
- ▶ provides varied, flexible and meaningful exercises and projects to reinforce the skills
- ▶ serves as a reference tool
- ▶ makes your job as an educator easier, by providing resources above and beyond the textbook to help you teach your course

Our popular, streamlined format is based on advice from instructional designers and customers. This flexible design presents each lesson on a two-page spread, with step-by-step instructions on the left, and screen illustrations on the right. This signature style, coupled with high-caliber content, provides a comprehensive introduction to Microsoft Windows XP — it is a teaching package for the instructor and a learning experience for the student.

ACKNOWLEDGMENTS

Once again, it has been a wonderful experience working with the talented and professional people at Course Technology. I would like to especially thank Jennifer Campbell for making this book easier to read, understand, and follow. I would also like to thank the manuscript reviewers, Rebekah May and Tracy Miller, for their helpful feedback during the writing process. And, most importantly, I would like to thank my wife, Holly, and three children, JP, Brett, and Hannah, for their support and encouragement during the project.

Steven Johnson

Preface

Welcome to *Microsoft Windows XP—Illustrated Complete*. This highly visual text offers users an introduction to Windows XP, covering both the Home and Professional versions. It also serves as an excellent reference for future use.

► Organization and Coverage

This text contains sixteen units, which cover basic through advanced Windows XP software skills. Students learn how to work with Windows programs, manage files and folders, customize Windows using the Control Panel, maintain their computers, explore the Internet with Microsoft Internet Explorer, and exchange mail and news using Outlook Express. Students also learn to manage shared files, backup and administer their computer, and work with Windows media and Movie Maker. A comprehensive appendix covers the new features of Windows XP and differences between the Home and Professional versions, as well as how to install Windows XP.

► About this Approach


What makes the Illustrated approach so effective at teaching software skills? It's quite simple. Each skill is presented on two facing pages, with the step-by-step instructions on the left page, and large screen illustrations on the right. Students can focus on a single skill without having to turn the page. This unique design makes information extremely accessible and easy to absorb, and provides a great reference for after the course is over. This hands-on approach also makes it ideal for both self-paced and instructor-led classes.

Each lesson, or “information display,” contains the following elements shown in the sample two-page spread to the right.

Easy-to-follow introductions to every lesson focus on a single concept to help students get the point quickly.

Each 2-page spread focuses on a single skill or concept.

Paintbrush icons introduce the real-world case study used throughout the book.



Unit D

Windows XP

Using Personal Folders

Windows makes it easy to manage the personal and business files and folders you work with everyday with a set of **personal folders**. My Documents is a personal folder, which contains additional personal folders, such as My Pictures, My Music, and My Videos. Depending on previous installation, devices installed, or other users, your personal folders might differ. The contents of your personal folders are private, unless you decide to share the contents with others who use your computer. Windows creates personal folders for everyone on your computer to make sure the contents of personal folders remain private. Each personal folder is identified by the user's name. For example, if John Casey and an associate Shawn Brooks use the same computer, there are two sets of personal folders, one named John Casey's Documents and another named Shawn Brooks' Documents. When John logs on to the computer, his personal folders appear as My Documents and Shawn's appear as Shawn Brooks' Documents, but John cannot access them. John wants to open his personal folders and find out more about their functionality.

Steps

- Click the **Start button** on the taskbar, then click **My Documents**. The My Documents window opens, as shown in Figure D-17.
- Double-click the **My Pictures folder**. The My Pictures window opens, displaying the contents of the folder as thumbnails. A **thumbnail** is a miniature image of the contents of a file; thumbnails are often used to quickly browse through multiple images. If the folder doesn't contain images, Windows inserts icons instead of thumbnails.
- Double-click the **Sample Pictures folder**. The Sample Pictures window opens, displaying the contents of the picture folder as a filmstrip, as shown in Figure D-18. Filmstrip is a special view, located on the Views button or View menu, available only for folders with many pictures.
- Click the **Next Image (Right Arrow) button** until the last image in the Sample Pictures folder appears in the filmstrip.
- Click the **Back button** on the Standard Buttons toolbar twice to display the My Documents folder.
- Double-click the **My Videos folder**. The My Videos folder opens, displaying the contents of the folder as thumbnails. For videos, the first frame appears in the thumbnail.

QuickTip

To open the My Pictures folder from the Start Menu, click the Start button, then click My Pictures.

QuickTip

To rotate pictures in Filmstrip view, click the Rotate Clockwise button or the Rotate Counterclockwise button.

TABLE D-1: Picture tasks in the My Pictures folder

picture task	description
View as a slide show	Displays a full screen version of each picture in the folder for five seconds; click buttons on the Slide Show toolbar to start, pause, and stop the show
Order prints online	Opens the Online Print Ordering Wizard, which helps you order prints of your digital photographs over the Internet
Print this picture or Print the selected pictures	Opens the Photo Printing Wizard, which helps you format and print photographs from a digital camera or scanner
Set as desktop background	Sets the selected picture as the desktop background
Show for pictures online	Opens the Windows XP Pictures Online Web site in your Web browser, where you can find and download pictures over the Internet

WINDOWS XP D-14 CUSTOMIZING FILE AND FOLDER MANAGEMENT

Hints as well as troubleshooting advice, right where you need them — next to the step itself.

Tables provide quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.

Clear step-by-step directions explain how to complete the specific task. What students will type is in green.



Every lesson features large-size, full-color illustrations, bringing the lesson concepts to life.

FIGURE D-17: My Documents folder

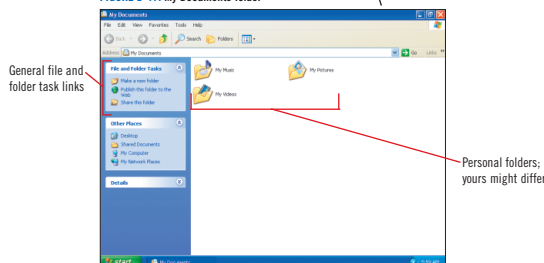
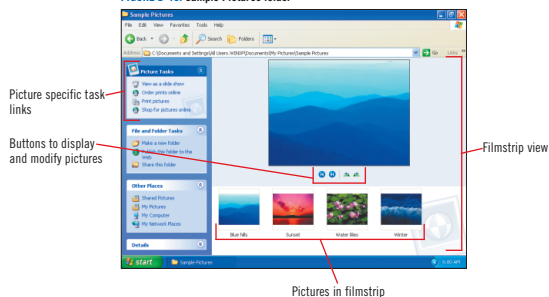


FIGURE D-18: Sample Pictures folder



Using the Shared Documents folder

Shared folders are related to your personal folders on a shared computer. They provide a place for you to make files, pictures, and music available to everyone who uses your computer. Your personal folders: My Documents, My Pictures, My Music, and My Videos each have a shared counterpart: Shared Documents, Shared Pictures, etc., in which you can copy files and folders to share with others. To share files and folders on your computer, click the Start button on the taskbar, click My Documents, click the file or folder

you want to share, then drag the file or folder to Shared Documents in the left pane under Other Places. To share pictures and music on your computer, open My Documents, double-click the My Pictures or My Music folder, click the file or folder you want to share, click Move this file or Move this folder to open the Move Items dialog box, click the Shared Documents folder, click Shared Pictures or Shared Music, then click Move.

CUSTOMIZING FILE AND FOLDER MANAGEMENT WINDOWS XP D-15

Clues to Use boxes provide concise information that either expands on one component of the major lesson skill or describes an independent task that is in some way related to the major lesson skill.

► What kinds of assignments are included in the book? At what level of difficulty?

The lesson assignments use Wired Coffee, a fictional coffee company, as the case study. The assignments on the blue pages at the end of each unit increase in difficulty. Project files and case studies, with international examples, provide a great variety of interesting and relevant business applications for skills.

Assignments include:

- **Concepts Reviews** include multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the skills learned in the unit. The Independent Challenges increase in difficulty, with the first Independent Challenge in each unit being the easiest (most step-by-step with detailed instructions). Independent Challenges 2-4 become increasingly open-ended, requiring more independent thinking and problem solving.
- **Visual Workshops** show a completed file and require that the file be created without any step-by-step guidance, involving problem solving and an independent application of the unit skills.

► What online learning options are available to accompany this book?

Options for this title include a testbank in MyCourse 2.0, WebCT and Blackboard ready formats to make assessment using one of these platforms easy to manage. Visit www.course.com for more information on our online learning materials.

Instructor Resources

The Instructor's Resource Kit (IRK) CD is Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. All the components are available on the IRK, and many of the resources can be downloaded from www.course.com.



ASSESSING YOUR STUDENTS

Solution Files

Solution Files are Project Files completed with comprehensive sample answers. Use these files to evaluate your students' work. Or, distribute them electronically or in hard copy so students can verify their own work.

ExamView

ExamView is a powerful testing software package that allows you to create and administer printed, computer (LAN-based), and Internet exams. ExamView includes hundreds of questions that correspond to the topics covered in this text, enabling students to generate detailed study guides that include page references for further review. The computer-based and Internet testing components allow students to take exams at their computers, and also save you time by grading each exam automatically.

PRESENTING YOUR CLASS

Figure Files

Figure Files contain all the figures from the book in .bmp format. Use the figure files to create transparency masters or in a PowerPoint presentation.

PowerPoint Presentations

Each unit has a corresponding PowerPoint presentation that you can use in lecture, distribute to your students, or customize to suit your course.

STUDENT TOOLS

Project Files and Project Files List

To complete some of the units in this book, your students will need **Project Files**. Put them on a file server for students to copy. The Project Files are available on the Instructor's Resource Kit CD-ROM, the Review Pack, and can also be downloaded from www.course.com.

Instruct students to use the **Project Files List** at the end of the book. This list gives instructions on copying and organizing files.

PLANNING YOUR CLASS

Instructor's Manual

Available as an electronic file, the Instructor's Manual is quality-assurance tested and includes unit overviews, detailed lecture topics for each unit with teaching tips, comprehensive sample solutions to all lessons and end-of-unit material, and extra Independent Challenges. The Instructor's Manual is available on the Instructor's Resource Kit CD-ROM, or you can download it from www.course.com.

Sample Syllabus

Prepare and customize your course easily using this sample course outline (available on the Instructor's Resource Kit CD-ROM).

Brief Contents



Illustrated Series Vision	III
Preface	IV
Instructor Resources	VI
Read This Before You Begin	XVI

Windows XP	
Getting Started with Windows XP	A-1
Working with Windows Programs	B-1
Managing Files and Folders.....	C-1
Customizing File and Folder Management	D-1
Customizing Windows Using the Control Panel	E-1
Maintaining Your Computer	F-1
Exploring the Internet with Microsoft Internet Explorer	G-1
Exchanging Mail and News	H-1
Communicating over the Internet	I-1
Managing Shared Files Using a Network	J-1
Sharing Information among Programs	K-1
Working with Windows Media	L-1
Creating Movies Using Movie Maker	M-1
Managing Hardware	N-1
Backing Up Your Files	O-1
Administering Your Computer	P-1
Appendix	AP-1
Project Files	1
Glossary	7
Index	17

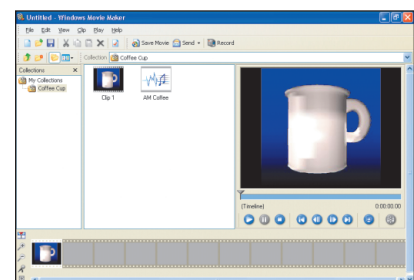
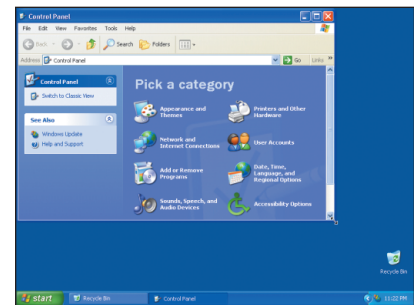
Contents

Illustrated Series Vision Preface

III
IV

Windows XP

Unit A: Getting Started with Windows XP	A-1
Starting Windows and Viewing the Desktop.....	A-2
<i>Using and changing a password</i>	A-3
Using the Mouse	A-4
<i>Using the mouse with the Web style</i>	A-5
Getting Started with the Windows Desktop	A-6
<i>Changing the display to Windows classic settings</i>	A-6
Managing Windows	A-8
<i>Moving and resizing the taskbar</i>	A-9
Using Menus, Toolbars, and Panes	A-10
<i>Unlocking and customizing toolbars</i>	A-11
Using Scroll Bars.....	A-12
<i>Accessibility for special needs</i>	A-13
Using Dialog Boxes.....	A-14
Using Windows Help and Support	A-16
<i>Getting Help while you work</i>	A-17
Turning Off the Computer	A-18
<i>Working on a computer for multiple users</i>	A-19
Concepts Review	A-20
Skills Review	A-21
Independent Challenges	A-22
Visual Workshop	A-24
Unit B: Working with Windows Programs	B-1
Starting a Program	B-2
<i>Creating documents in other languages</i>	B-2
Opening and Saving a WordPad Document.....	B-4
<i>File extensions</i>	B-5
Editing Text in WordPad	B-6
<i>Setting paragraph tabs</i>	B-7
Formatting Text in WordPad	B-8
<i>Setting paragraph indents</i>	B-9
Creating a Graphic in Paint.....	B-10
Copying Data Between Programs.....	B-12
<i>Switching between files</i>	B-13
Printing a Document.....	B-14
<i>Installing a printer</i>	B-15
Playing a Video or Sound Clip	B-16
<i>Playing media from the Internet</i>	B-17
Creating a Movie	B-18
<i>Using copyrighted materials</i>	B-19
Concepts Review	B-20
Skills Review.....	B-21
Independent Challenges	B-22
Visual Workshop	B-24



Contents

Unit C: Managing Files and Folders C-1

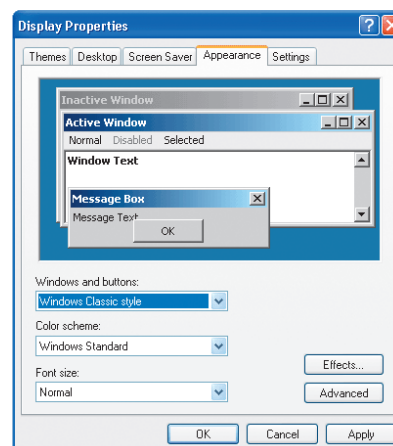
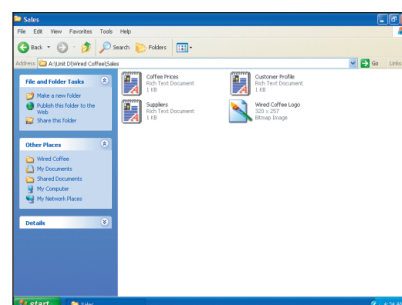
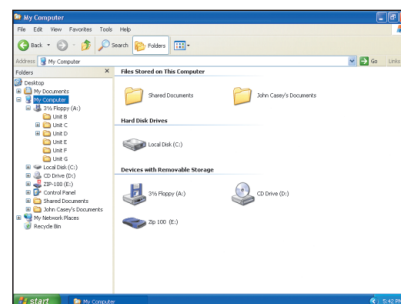
Understanding File Management	C-2
Opening and Viewing My Computer	C-4
<i>Opening a document with a different program</i>	C-4
Viewing Files and Folders	C-6
Viewing the Folders List	C-8
<i>Viewing files using the History list</i>	C-9
Creating and Renaming Files and Folders	C-10
Searching for Files and Folders	C-12
<i>Performing an advanced search</i>	C-13
Copying and Moving Files and Folders	C-14
<i>Sending files and folders</i>	C-15
Deleting and Restoring Files and Folders	C-16
<i>Recycle Bin properties</i>	C-17
Creating a Shortcut to a File or Folder	C-18
<i>Placing shortcuts on the Start menu and the taskbar</i>	C-19
Concepts Review	C-20
Skills Review	C-21
Independent Challenges	C-22
Visual Workshop	C-24

Unit D: Customizing File and Folder Management D-1

Adding a Folder to the Favorites List	D-2
<i>Organizing favorites in folders</i>	D-3
Changing Folder Options	D-4
Changing File Details to List	D-6
<i>Moving columns in Detail view</i>	D-6
Changing File and Folder List Views	D-8
Displaying Disk and Folder Information	D-10
<i>Understanding file sizes</i>	D-11
Compressing Files and Folders	D-12
<i>Compressing existing files and folders on an NTFS drive</i>	D-13
Using Personal Folders	D-14
<i>Using the Shared Documents folder</i>	D-15
Customizing a Personal Folder	D-16
Managing Files and Folders on a CD	D-18
<i>Creating music CDs</i>	D-19
Concepts Review	D-20
Skills Review	D-21
Independent Challenges	D-22
Visual Workshop	D-24

Unit E: Customizing Windows Using the Control Panel E-1

Changing the Desktop Background	E-2
<i>Setting a picture as the desktop background</i>	E-3
Customizing the Desktop	E-4
<i>Cleaning up the desktop</i>	E-5
Changing the Desktop Appearance	E-6
<i>Adding sound effects</i>	E-7
Changing Desktop Screen Settings	E-8
<i>Using more than one monitor</i>	E-9
Setting the Date and Time	E-10



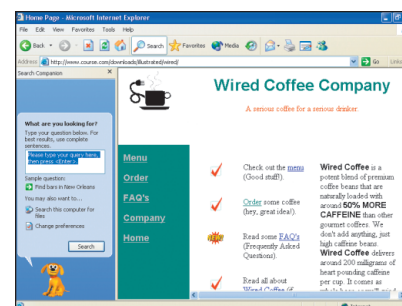
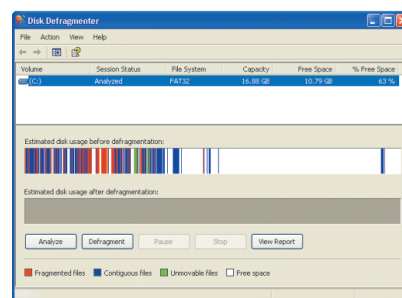
Working with Fonts	E-12
<i>Installing a font</i>	E-13
Adding a Scheduled Task	E-14
<i>Adding new hardware and software to Windows</i>	E-15
Customizing the Taskbar	E-16
Customizing the Start Menu	E-18
<i>Rearranging Start menu items</i>	E-19
Concepts Review	E-20
Skills Review	E-21
Independent Challenges	E-22
Visual Workshop	E-24

Unit F: Maintaining Your Computer

Formatting a Disk	F-2
<i>Protecting against computer viruses</i>	F-3
Copying a Disk	F-4
<i>Synchronizing files between computers</i>	F-5
Finding and Repairing Disk Errors	F-6
<i>Backing up files</i>	F-7
Defragmenting a Disk	F-8
Cleaning Up a Disk	F-10
<i>Terminating an inactive program</i>	F-11
Restoring Computer Settings.....	F-12
<i>Recover from a system failure</i>	F-13
Removing a Program	F-14
<i>Updating Windows using the Web</i>	F-15
Adding a Program	F-16
<i>Getting older programs to run on Windows XP</i>	F-17
Entering DOS Commands.....	F-18
<i>Controlling the appearance of the Command Prompt window</i>	F-18
Concepts Review	F-20
Skills Review	F-21
Independent Challenges.....	F-22
Visual Workshop	F-24

Unit G: Exploring the Internet with Microsoft Internet Explorer

Understanding the Internet and Web Browsers	G-2
<i>The history of the Internet and World Wide Web</i>	G-3
Connecting to the Internet	G-4
<i>Sharing an Internet Connection</i>	G-5
Starting Internet Explorer	G-6
<i>Getting help with Internet Explorer</i>	G-6
Opening a Web Page and Following Links	G-8
<i>Understanding a Web address</i>	G-9
Adding a Web Page to the Favorites List.....	G-10
<i>Organizing favorites</i>	G-11
Making a Web Page Available Offline	G-12
<i>Saving a Web page and a Web graphic</i>	G-13
Changing Your Home Page and Adding a Link Button	G-14
<i>Viewing and maintaining a History list</i>	G-15
Searching the Web	G-16
<i>Searching for people on the Web</i>	G-16
Previewing and Printing a Web Page	G-18
<i>Setting up the page format</i>	G-19
Concepts Review	G-20

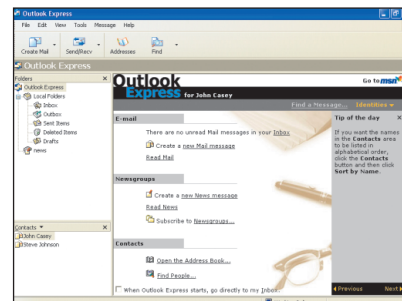


Contents

Skills Review.....	G-21
Independent Challenges	G-22
Visual Workshop	G-24

Unit H: Exchanging Mail and News H-1

Starting Outlook Express.....	H-2
<i>Starting Outlook Express from your Web browser</i>	H-3
Exploring the Outlook Express Window	H-4
<i>Getting help in Outlook Express</i>	H-5
Adding a Contact to the Address Book.....	H-6
<i>Printing contacts from the Address Book</i>	H-7
Composing and Sending E-mail	H-8
<i>Attaching a file to an e-mail message</i>	H-9
Retrieving, Reading, and Responding to E-mail	H-10
<i>Checking the spelling and content in e-mail messages</i>	H-11
Managing E-mail Messages.....	H-12
<i>Diverting incoming e-mail to folders</i>	H-13
Selecting a News Server.....	H-14
Viewing and Subscribing to a Newsgroup	H-16
<i>Filtering unwanted newsgroup messages</i>	H-16
Reading and Posting a News Message	H-18
<i>Deleting old news messages</i>	H-19
Concepts Review	H-20
Skills Review	H-21
Independent Challenges	H-22
Visual Workshop	H-24



Unit I: Communicating over the Internet I-1

Setting up Internet Security	I-2
Protecting Your Internet Privacy	I-4
<i>Protecting your computer from the Internet</i>	I-5
Protecting Your Internet Identity	I-6
Creating a .NET Passport	I-8
<i>Making changes to a .NET Passport</i>	I-9
Browsing the Web with MSN Explorer	I-10
Sending and Receiving Instant Messages	I-12
<i>Sorting contacts by groups</i>	I-13
Communicating with Others	I-14
<i>Sending a file or e-mail from Windows Messenger</i>	I-15
Sharing Graphical Content	I-16
<i>Sharing documents and programs in Windows Messenger</i>	I-17
Getting Remote Assistance	I-18
<i>Making a phone call in Windows Messenger</i>	I-19
Concepts Review	I-20
Skills Review	I-21
Independent Challenges.....	I-22
Visual Workshop	I-24



Unit J: Managing Shared Files Using a Network J-1

Understanding Network Services	J-2
<i>Understanding a Home Phoneline Network</i>	J-3
Examining Network Computer Properties	J-4
<i>Joining a network domain</i>	J-4
<i>Viewing network properties</i>	J-5
Opening and Viewing a Network	J-6
<i>Creating a shortcut to a network location</i>	J-6

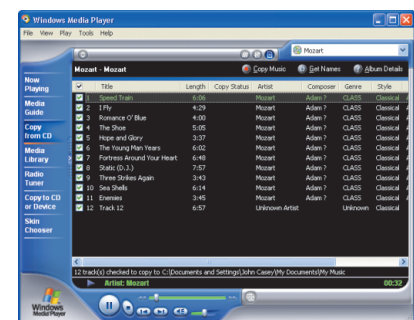
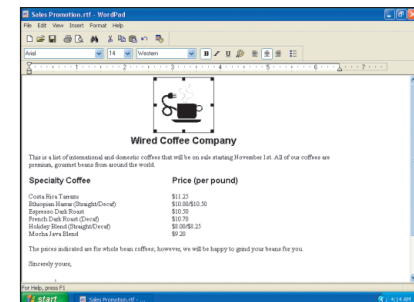
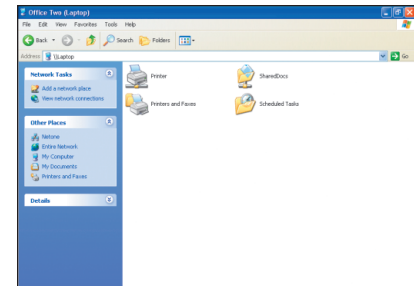
Creating a Shared Folder	J-8
<i>File permission properties</i>	J-9
Mapping a Network Drive	J-10
<i>Creating a network connection</i>	J-11
Copying and Moving Shared Files	J-12
Opening and Editing a Shared File	J-14
<i>Network traffic</i>	J-15
Disconnecting a Network Drive	J-16
<i>Network paths</i>	J-16
Concepts Review	J-18
Skills Review	J-20
Independent Challenges	J-21
Visual Workshop	J-24

Unit K: Sharing Information among Programs

Understanding Object Linking and Embedding	K-1
Embedding a New Object	K-2
<i>Viewing object properties</i>	K-5
Embedding an Existing Object	K-6
<i>Embedding objects by copying and pasting</i>	K-6
<i>Placing part of a file on the desktop</i>	K-7
Editing an Embedded Object	K-8
<i>Saving an embedded object</i>	K-8
Embedding a Video Clip	K-10
<i>Inserting a sound</i>	K-11
Modifying a Video Clip	K-12
Linking an Object	K-14
<i>Linking objects by copying and pasting</i>	K-15
Updating a Link	K-16
<i>Finding, changing, and breaking a linked object</i>	K-17
Concepts Review	K-18
Skills Review	K-20
Independent Challenges	K-21
Visual Workshop	K-24

Unit L: Working with Windows Media

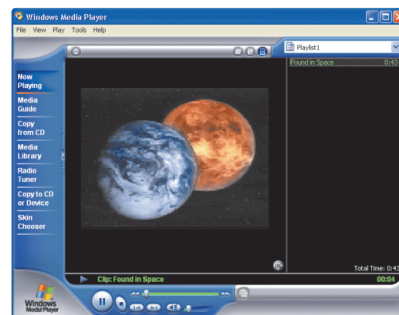
Taking Pictures with a Digital Camera	L-2
<i>Taking pictures from the camera window</i>	L-3
Getting Pictures from a Scanner	L-4
<i>Selecting the appropriate file format</i>	L-5
Viewing Pictures	L-6
<i>Using pictures as a screen saver</i>	L-7
Making a Photo Album	L-8
Formatting and Printing Photos	L-10
<i>Ordering photo prints from the Web</i>	L-11
Sending a Photo in an E-mail	L-12
Publishing Files to the Web	L-14
Copying and Playing Music from a CD	L-16
<i>Copying music to your portable device</i>	L-17
Creating a Playlist	L-18
<i>Changing multimedia AutoPlay settings</i>	L-19
Concepts Review	L-20
Skills Review	L-21
Independent Challenges	L-22
Visual Workshop	L-24



Contents

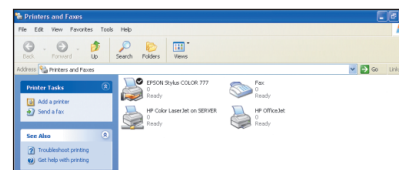
Unit M: Creating Movies Using Movie Maker M-1

Planning a Movie Maker Video	M-2
Starting Movie Maker and Viewing a Project	M-4
<i>Sources of video and sound clips</i>	M-5
Importing and Viewing Video Clips	M-6
<i>Recording video and sound clips directly in Movie Maker</i>	M-7
Organizing and Removing Clips and Collections	M-8
<i>Learning more about Movie Maker on the Web</i>	M-9
Creating a Movie Maker Project File	M-10
<i>Creating a slide show</i>	M-11
Trimming Clips in Timeline View	M-12
Creating Transitions between Clips	M-14
Adding a Soundtrack	M-16
<i>Adjusting audio levels</i>	M-16
<i>Adding narration</i>	M-17
Saving and Viewing Your Movie	M-18
<i>Sending a movie in an e-mail message</i>	M-19
Concepts Review	M-20
Skills Review	M-21
Independent Challenges.....	M-22
Visual Workshop	M-24



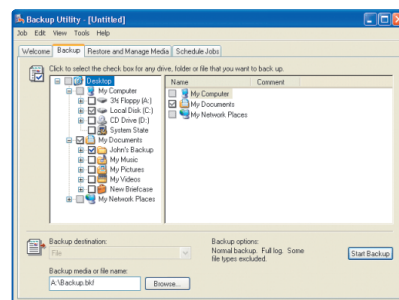
Unit N: Managing Hardware N-1

Understanding Plug and Play Hardware	N-2
<i>Understanding printers</i>	N-3
Installing a Printer	N-4
<i>Understanding USB ports</i>	N-5
Viewing Printer Properties	N-6
Managing Printers and Print Jobs	N-8
<i>Adding a separator page to print jobs</i>	N-9
Installing Hardware Devices	N-10
<i>Installing a scanner or digital camera</i>	N-11
Viewing System Hardware	N-12
<i>Getting system information</i>	N-13
Viewing Hardware Settings	N-14
Removing Hardware Devices	N-16
<i>Using the hardware troubleshooter</i>	N-16
Concepts Review.....	N-18
Skills Review	N-20
Independent Challenges.....	N-21
Visual Workshop.....	N-24



Unit O: Backing Up Your Files O-1

Developing a Backup Strategy	O-2
<i>Rotating your backups</i>	O-3
Copying Files to a Hard Drive	O-4
Starting Backup	O-6
<i>Creating an Automated System Recovery disk</i>	O-6
<i>Understanding permissions to back up files and folders</i>	O-7
Selecting Files for a Backup	O-8
<i>Backing up and restoring files on different disk file systems</i>	O-8
Performing a Normal Backup	O-10
Viewing and Printing a Backup Report	O-12
Performing an Incremental Backup	O-14
<i>Using a tape drive to back up files</i>	O-15
Restoring a Backed Up File	O-16
<i>Excluding file types from a backup</i>	O-17



Deleting a Backup Set	0-18
<i>Scheduling a backup</i>	0-19
Concepts Review	0-20
Skills Review	0-21
Independent Challenges	0-22
Visual Workshop	0-24

Unit P: Administering Your Computer

Exploring Windows Administrative Tools	P-1
<i>Accessing administrative tools from the Start menu</i>	P-2
<i>Network security</i>	P-3
Monitoring Activity with Event Viewer	P-4
Managing an Event Log	P-6
<i>Changing log settings</i>	P-7
Creating a Performance Chart	P-8
<i>Baseline charts</i>	P-9
Setting Up an Alert	P-10
<i>Alert actions and schedules</i>	P-10
<i>Managing your computer's performance</i>	P-11
Viewing Computer Management Tools	P-12
<i>Understanding Local Users and Groups</i>	P-13
Understanding Disk File Systems	P-14
<i>Selecting a file system</i>	P-15
Managing Disks	P-16
<i>Partitioning a disk</i>	P-16
Viewing and Monitoring Local Security Settings	P-18
Concepts Review	P-20
Skills Review	P-21
Independent Challenges	P-23
Visual Workshop	P-24

Appendix

Identifying New Features in Windows XP	AP-1
Identifying Differences between Windows XP	
Home and Professional	AP-4
Preparing to Install Windows XP	AP-6
<i>Understanding activation and registration</i>	AP-7
Installing Windows XP	AP-8
<i>Transferring files and settings from another computer</i>	AP-9
Setting Up a Computer for Multiple Users	AP-10
<i>Using the guest account</i>	AP-11
Managing Power Options on Portable Computers	AP-12
<i>Adding a secondary monitor to a portable computer</i>	AP-13
Improving the Font Display on Portable Computers	AP-14
<i>Changing Windows visual effects</i>	AP-15
Creating a Home or Office Network	AP-16
<i>Setting up the hardware for a home or office network</i>	AP-17
Setting Up to Use Remote Computer	AP-18
<i>Setting up the home computer to use Remote Desktop</i>	AP-19
Connecting to a Remote Computer	AP-20
Sending and Receiving a Fax	AP-22

Project Files

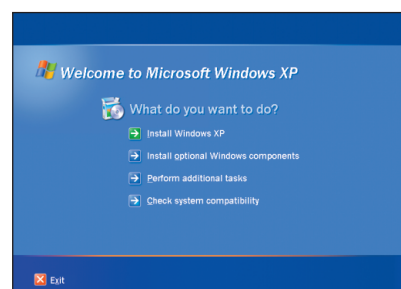
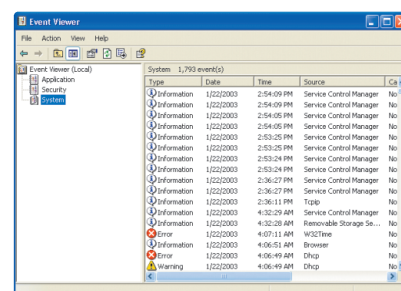
1

Glossary

7

Index

17



Read This Before You Begin

Differences Between Microsoft® Windows® XP Home and Professional

This book is written for Microsoft Windows XP Home and Professional Editions. The Home Edition is a subset of the Professional Edition. In other words, the Home Edition contains all the same features contained in the Professional Edition. However, the Professional Edition contains additional features geared toward the business world that are not included in the Home Edition. When there are differences between the two versions of the software, steps or features written for a specific Windows XP edition are indicated with the name of the edition. (See “Identify Differences between Windows XP Home and Professional” in the appendix for more information.)

Windows XP Software

Windows XP ships in three editions, including Home Edition for consumers, Professional Edition for business and power users, and a 64-bit version for Intel Itanium processor-based systems, called Windows XP 64-bit Edition.

Installing/Upgrading: Windows 98, 98 SE, and Me users can upgrade to Windows XP Home Edition or Professional. Windows 2000 Professional and Windows NT 4.0 Workstation users can upgrade to Windows Professional, but not to Home Edition. Windows 95 and Windows NT 3.51, or earlier, are not supported for upgrading, so you will need to buy a full version of Windows XP if you wish to upgrade.

Uninstalling: Windows 98, 98 SE, and Me users can uninstall Windows XP if the upgrade doesn't work out for some reason. This capability is not available to Windows NT 4.0 and Windows 2000 upgraders.

Windows XP Settings

Each time you start Windows XP, the operating system remembers previous settings, such as the Control Panel options. When you start Windows XP, your initial screen might look different than the ones in this book. For the purposes of this book, make sure the following settings in Windows XP are in place before you start each unit.

- Change folder option settings to match the steps and screens in the book. Click the Start button on the taskbar, click My Documents, click Tools on the menu bar, then click Folder Options. In the Folder Options dialog box, set the following settings, then click OK:
 - On the General tab, click the Open each folder in the same window option button.
 - On the General tab, click the Double-click to open an item (single-click to select) option button.
 - On the View tab, click Restore Defaults, click the Hide file extensions for known file types check box to deselect it in the Advanced settings list box to make sure you can see the three letter DOS filename extensions on your computer.
- For Home edition users, Backup is not available to install using Add or Remove Programs. To install the software, insert the Windows XP Home installation CD, open My Computer and navigate to the folder where the software is located (CD *driveletter*:VALUEADD\MSFT\NTBACKUP), double-click the file named Ntbackup.msi to start the setup wizard, follow the installation instructions, then click Finish to complete the process.
- In addition to the programs installed during the typical Windows installation, the following Windows programs should also be installed: Clipboard Viewer, Character Map, Paint, and Backup. If a program is not available, use the Add or Remove Programs icon in the Control Panel to install the program. (See “Adding a Program” in Unit F for more information and specific instructions.)
- Turn Status Bar Off for Control Panel. Click the Start button on the taskbar, click Control Panel, click View on the menu bar, then click Status Bar to uncheck the option.
- Turn off AutoArrange icons on desktop. Right-click a blank area on the desktop, point to Arrange Icons By, then click Auto Arrange to uncheck the option.
- Reset toolbars. Click the Start button on the taskbar, click My Computer, click View on the menu bar, point to Toolbars, click Customize, click Reset, then click Close.

Project Files

To complete the lessons and end-of-unit material in this book, students need to obtain the necessary project files. Please refer to the instructions on the inside cover for various methods of getting these files. Once obtained, the user selects where to store the files, such as to the hard disk drive, network server, floppy disk, or Zip disk. Depending on where you store the files, you might need to relink any external files, such as a video clip, associated with a project file when prompted as you open it. If students use a 1.44 MB floppy disk, they might not have enough space to store all the solutions files on the disk. If so, use another floppy disk.

Using Copies: For Units C, D, and J that work with managing folders and files using My Computer and Windows Explorer, make sure students use a *copy* of the Project Files instead of the originals. Using a copy of the Project Files will allow students to work through the lessons again.

Restore Settings: In order to work through the lessons in this book, students need to change operating system and program settings. The lessons make every attempt to restore the operating system and program settings, but please be aware that your initial settings might be different than the ones in this book.

To Use Print Screen

To complete many of the lessons and end-of-unit material in this book, students need to take a snap shot of the screen and print it out. To take a snap shot of the screen and print it, complete the following instructions: Press [Print Screen] (also appears as [PrtScrn] or [Print Scrn]) to place the entire screen on the Clipboard or press [Alt][Print Screen] to place the active window on the Clipboard. Click the Start button on the taskbar, point to All Programs, point to Accessories, then click Paint to open Microsoft Paint, a graphics program. In Paint, click Edit on the menu bar, click Paste to paste the screen into Paint, then click Yes to paste the large image, if necessary. Click the Text button (contains the letter A) on the Toolbox, click a blank area in the work area, then type your name to identify your print out. Click File on the menu bar, click Page Setup, change 100% normal size to 50% in the Scaling area, then click OK. Click File on the menu bar, click Print, then click Print in the Print dialog box.